



NATIONAL SECURITY AGENCY
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FORT GEORGE G. MEADE, MARYLAND 20755

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the Directorate
FOIOs, plus a
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Serial: D4M 638

3 JAN 1979

Circulate within
IPS,

File: Privacy

STATINTL

[Redacted]
Information and Privacy Coordinator
Central Intelligence Agency
Room 2E50
Washington, DC

STATINTL

Dear [Redacted]

This will confirm your recent conversation with [Redacted]
of my staff, during which it was indicated that we are experiencing some
problems with certain FOIA referrals from the CIA.

STAT

When making referrals originally, a copy of the actual document was
forwarded. More recently, however, only document citations have been
referred. This new procedure requires that we search our files to try
to locate the cited documents. Frequently, we are unable to locate all
the citations and must call your case officer and request a copy of those
documents not located. Not only does this search cause us to expend
significant amounts of money in computer search time but it causes delays
in responding to the requestor, as well. Another problem which has arisen
recently is the referral of citations for which no documents exist. Such
was the case in the [Redacted] referral, where we had destroyed our records
and, upon calling the CIA case officer, determined that the CIA had also des-
troyed the records and that nothing existed but the citations. As you know,
the FOIA does not require us to address those instances in which only citations
exist.

STAT

In the interest of saving money and search time, and in providing a
more timely response to the requestor, it would be appreciated if, when
making subsequent referrals, copies of the actual documents could be
forwarded.

Sincerely,

[Redacted Signature]

Chief, Policy Staff

STAT

67 JAN 21 6 8 AM '79

TRANSMITTAL SLIP		DATE	1/8/79
TO:	ODP/ [redacted]		
ROOM NO.	BL	[redacted]	
2000	7/21	ad.	
REMARKS:			
FYI. please file in FOIA file. 6.12			
FROM: DC/IPS			
ROOM NO.	BUILDING	[redacted]	
2E42	4/22	[redacted]	
FORM NO. 241 1 FEB 55		REPLACES FORM 32-8 WHICH MAY BE USED.	

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